

Temporary Assistance (TA) and Supplemental Nutrition Assistance Program (SNAP) Employment Plan

January 1, 2020 – December 31, 2021

Warren County

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Section 1- Assurances

As a condition of the receipt of federal and State funds the Warren County Department of Social Services submits this Temporary Assistance (TA) and Supplemental Nutrition Assistance Program (SNAP) Employment Plan (Plan) to the New York State Office of Temporary and Disability Assistance. The Plan outlines the administration of employment services for TA and SNAP applicants and recipients for the period January 1, 2020 through December 31, 2021. As Commissioner of Warren County Department of Social Services, I hereby affirm that employment services programs will be administered in accordance with all applicable federal and State policies, laws, regulations and provisions of this Plan.

/s/ C.A.H. 12/16/2019

Christian A. Hanchett, Social Services Commissioner

12/16/19, Date

Amendments to this Plan:

Date Approved OTDA	Section(s) Amended

(To be completed by OTDA)

Section 2 Administration

Section 2.1 Administrative Structure

This agency's organizational chart is attached. It identifies the units and staff within the agency that are involved in the operation of the district's employment program.

Following is a description of the office(s) in and/or outside of the Department of Social Services that are involved in the operation of the district's employment program. The responsibilities of each office are described below.

Temporary Assistance applicants and recipients will be broken into two employment categories, exempt and non-exempt.

There will be one (1) Social Welfare Examiner assigned to all non-exempt applicants and recipients. The Social Welfare Examiner will monitor referrals to the Warren County Employment and Training Administration (WCETA) where all non-exempt applicants/recipients will be referred for Orientation, Job Search Assistance Class, Assessments, Employment Plans, and the assignment of work activities. Two (2) staff at WCETA have been designated and they are supervised by a Senior Employment and Training Counselor.

The exempt applicants and recipients will be monitored by their assigned Social Welfare Examiner. The exempt Employment Assessments and Wellness Plans will be completed by the Social Welfare Examiners.

Social Welfare Examiners in the SNAP unit will provide employment related services directly to those on their caseload. The SNAP Social Welfare Examiners will be supervised by a Senior Examiner.

The Principal of the unit will oversee the administrative and supervision of all staff and programmatic compliance.

Section 2.2 TA and SNAP Employment & Training (SNAP E&T) Provider Agencies

Table 1 - Contracts Associated with TA and SNAP Employment Programs and Services

Table 1 lists the local contracts or agreements with agencies to provide employment services to TA and SNAP clients. These activities and services may include, but are not limited to: employability determinations; development of assessments and employment plans; conciliation and grievance activities; provision of work activities such as job readiness training; education and job skills training; monitoring and support for compliance with treatment plans for exempt individuals with the potential for restoration to self-sufficiency; job development; job placement and retention services; and other employment related activities.

Each contract listed in Table 1 contains an assurance that the activities are not otherwise available from that provider on a non-reimbursable basis, and, if not a performance-based contract, a statement regarding use of a cost allocation methodology that satisfies Generally Accepted Accounting Principles, as well as the requirements of U.S. Office of Management and Budget Circulars A-122 for nonprofit organizations, A-21 for educational institutions, or A-87 for State and local governments. Districts must maintain oversight to ensure that contractors perform in accordance with the terms, conditions, and specifications of their contracts.

Provider	Total Contract Cost (per year)	Funding Source(s) (Check all that apply)	Categories of Clients Served (Check all that apply)	Programs, Services or Activities Provided
Warren County Employment and Training	\$98123.30	<input type="checkbox"/> FFFS <input type="checkbox"/> SNAP E&T <input type="checkbox"/> Local <input type="checkbox"/> Other	<input type="checkbox"/> FA <input type="checkbox"/> SNA Family <input type="checkbox"/> SNA Individual <input type="checkbox"/> SNAP <input type="checkbox"/> TANF 200%	Orientation, job search assistance, assessments, employment plans, provision of work activities, job development, job placement and retention.
	\$0	<input type="checkbox"/> FFFS <input type="checkbox"/> SNAP E&T <input type="checkbox"/> Local <input type="checkbox"/> Other	<input type="checkbox"/> FA <input type="checkbox"/> SNA Family <input type="checkbox"/> SNA Individual <input type="checkbox"/> SNAP <input type="checkbox"/> TANF 200%	
	\$0	<input type="checkbox"/> FFFS <input type="checkbox"/> SNAP E&T <input type="checkbox"/> Local <input type="checkbox"/> Other	<input type="checkbox"/> FA <input type="checkbox"/> SNA Family <input type="checkbox"/> SNA Individual <input type="checkbox"/> SNAP <input type="checkbox"/> TANF 200%	
	\$0	<input type="checkbox"/> FFFS <input type="checkbox"/> SNAP E&T <input type="checkbox"/> Local <input type="checkbox"/> Other	<input type="checkbox"/> FA <input type="checkbox"/> SNA Family <input type="checkbox"/> SNA Individual <input type="checkbox"/> SNAP <input type="checkbox"/> TANF 200%	
	\$0	<input type="checkbox"/> FFFS <input type="checkbox"/> SNAP E&T <input type="checkbox"/> Local <input type="checkbox"/> Other	<input type="checkbox"/> FA <input type="checkbox"/> SNA Family <input type="checkbox"/> SNA Individual <input type="checkbox"/> SNAP <input type="checkbox"/> TANF 200%	
	\$0	<input type="checkbox"/> FFFS <input type="checkbox"/> SNAP E&T <input type="checkbox"/> Local <input type="checkbox"/> Other	<input type="checkbox"/> FA <input type="checkbox"/> SNA Family <input type="checkbox"/> SNA Individual <input type="checkbox"/> SNAP <input type="checkbox"/> TANF 200%	
	\$0	<input type="checkbox"/> FFFS <input type="checkbox"/> SNAP E&T <input type="checkbox"/> Local <input type="checkbox"/> Other	<input type="checkbox"/> FA <input type="checkbox"/> SNA Family <input type="checkbox"/> SNA Individual <input type="checkbox"/> SNAP <input type="checkbox"/> TANF 200%	
	\$0	<input type="checkbox"/> FFFS <input type="checkbox"/> SNAP E&T <input type="checkbox"/> Local <input type="checkbox"/> Other	<input type="checkbox"/> FA <input type="checkbox"/> SNA Family <input type="checkbox"/> SNA Individual <input type="checkbox"/> SNAP <input type="checkbox"/> TANF 200%	
	\$0	<input type="checkbox"/> FFFS <input type="checkbox"/> SNAP E&T <input type="checkbox"/> Local <input type="checkbox"/> Other	<input type="checkbox"/> FA <input type="checkbox"/> SNA Family <input type="checkbox"/> SNA Individual <input type="checkbox"/> SNAP <input type="checkbox"/> TANF 200%	
	\$0	<input type="checkbox"/> FFFS <input type="checkbox"/> SNAP E&T <input type="checkbox"/> Local <input type="checkbox"/> Other	<input type="checkbox"/> FA <input type="checkbox"/> SNA Family <input type="checkbox"/> SNA Individual <input type="checkbox"/> SNAP <input type="checkbox"/> TANF 200%	
	\$0	<input type="checkbox"/> FFFS <input type="checkbox"/> SNAP E&T <input type="checkbox"/> Local <input type="checkbox"/> Other	<input type="checkbox"/> FA <input type="checkbox"/> SNA Family <input type="checkbox"/> SNA Individual <input type="checkbox"/> SNAP <input type="checkbox"/> TANF 200%	
	\$0	<input type="checkbox"/> FFFS <input type="checkbox"/> SNAP E&T <input type="checkbox"/> Local <input type="checkbox"/> Other	<input type="checkbox"/> FA <input type="checkbox"/> SNA Family <input type="checkbox"/> SNA Individual <input type="checkbox"/> SNAP <input type="checkbox"/> TANF 200%	
	\$0	<input type="checkbox"/> FFFS <input type="checkbox"/> SNAP E&T <input type="checkbox"/> Local <input type="checkbox"/> Other	<input type="checkbox"/> FA <input type="checkbox"/> SNA Family <input type="checkbox"/> SNA Individual <input type="checkbox"/> SNAP <input type="checkbox"/> TANF 200%	

Provider	Total Contract Cost (per year)	Funding Source(s) (Check all that apply)	Categories of Clients Served (Check all that apply)	Programs, Services or Activities Provided
	\$0	<input type="checkbox"/> FFFS <input type="checkbox"/> SNAP E&T <input type="checkbox"/> Local <input type="checkbox"/> Other	<input type="checkbox"/> FA <input type="checkbox"/> SNA Family <input type="checkbox"/> SNA Individual <input type="checkbox"/> SNAP <input type="checkbox"/> TANF 200%	

Table 2 – Other Service Providers

Table 2 includes agencies/providers that offer services to participants and to which the district expects to refer participants but which have no direct financial agreement with the district.

Provider	Funding Source(s) (if known)	Categories of Clients Served (Check all that apply)	Programs, Services or Activities Provided
Warren County Employment and Training		<input type="checkbox"/> FA <input type="checkbox"/> SNA Family <input type="checkbox"/> SNA Individual <input type="checkbox"/> SNAP <input type="checkbox"/> TANF 200%	Labor Exchange Resume and career counseling Workshops
BOCES		<input type="checkbox"/> FA <input type="checkbox"/> SNA Family <input type="checkbox"/> SNA Individual <input type="checkbox"/> SNAP <input type="checkbox"/> TANF 200%	Adult continuing education, High School Equivalency, (HSE)/Literacy, ESL
Southern Adirondack Child Care Network		<input type="checkbox"/> FA <input type="checkbox"/> SNA Family <input type="checkbox"/> SNA Individual <input type="checkbox"/> SNAP <input type="checkbox"/> TANF 200%	Daycare related services for participants
Southern Adirondack Independent Living		<input type="checkbox"/> FA <input type="checkbox"/> SNA Family <input type="checkbox"/> SNA Individual <input type="checkbox"/> SNAP <input type="checkbox"/> TANF 200%	Assistance with applications for social security administration and disability
Crandall Public Library		<input type="checkbox"/> FA <input type="checkbox"/> SNA Family <input type="checkbox"/> SNA Individual <input type="checkbox"/> SNAP <input type="checkbox"/> TANF 200%	Literacy NY: Reading, writing, math skills, ESL, test prep for HSE/TASC and US citizenship exam
SUNY Adirondack		<input type="checkbox"/> FA <input type="checkbox"/> SNA Family <input type="checkbox"/> SNA Individual <input type="checkbox"/> SNAP <input type="checkbox"/> TANF 200%	Post-secondary education, Business Central, Job Fairs, Job Discovery
		<input type="checkbox"/> FA <input type="checkbox"/> SNA Family <input type="checkbox"/> SNA Individual <input type="checkbox"/> SNAP <input type="checkbox"/> TANF 200%	
		<input type="checkbox"/> FA <input type="checkbox"/> SNA Family <input type="checkbox"/> SNA Individual <input type="checkbox"/> SNAP <input type="checkbox"/> TANF 200%	
		<input type="checkbox"/> FA <input type="checkbox"/> SNA Family <input type="checkbox"/> SNA Individual <input type="checkbox"/> SNAP <input type="checkbox"/> TANF 200%	

Section 2.3 OTDA Jobs Staff Agreement

OTDA Jobs Program Services – Target Groups

(“X” signifies those that apply in this district)

Services	=	Target Groups	=
Assessment/Employment Plan	=	Applicants	=
Supervised Job Search	=	FA & SNA with children	=
Job Readiness Training	=	SNA without Children	=
Job Club	=	SNAP	=
Job Placement Services	=	TANF 200%	=
Grant Diversion	=		=
Job Development (employer outreach)	=		=
WOTC pre-certifications	=		=

Other Services Requested

Described below are additional services/duties which will be requested of Jobs staff (e.g. WTWCMS data entry, case conferencing, job fairs)

Section 2.4 Access to Services at New York State Career Centers

In New York State, TANF is a required WIOA partner and must coordinate access to TANF services with the comprehensive Career Centers.

a. Below is a description of how the district provides access to its programs and services with Career Center partners. Check all that apply:

- The district has employee(s) physically present at a Career Center
- The district has contract staff physically present at a Career Center
- The district makes available direct access to its program staff via phone or technology at a Career Center
- The district makes available copies of the LDSS-2921 (Common Application) at a Career Center
- Other:

b. Please provide a description of how the district coordinates with Career Center partners with providing services to the district’s clients, including referral and information sharing mechanisms, or other collaboration such as participation on the local WIOA Business Services Team, etc.

The Department provides referrals for programs that are offered at the Center. Calendars are provided to consumers with the class schedule. Paper applications (LDSS-2921) are available at the Career Center. The liaison's phone number for any questions is available through the receptionist.

In addition, the Department requests a consent to be signed at the eligibility interview for the Department to refer non-exempt individuals to the Job Search Assistance class, held

at the Career Center. During the class, participants are requested to complete the Career Center Registration form. This partnership further collaborates the participation on the local WIOA Business Services Team, Etc.

Section 3 Engagement and Work Preparation

Section 3.1 Federal “Engaged in Work” Requirement (Reference 18 NYCRR 385.2 (f))

For purposes of satisfying the federal requirement which states that parents or caretakers must be engaged in work as soon as the district determines they are ready, but no later than within 24 months of receiving federally funded assistance, district’s definition of “Engaged in Work” is:

Compliance with assessment, employment planning, all activities included in the individual’s Employment/Self-Sufficiency plan including any need to attend treatment/rehabilitation programs, or any of the work activities listed in Section 3.4. Also included is pursuit of other forms of income such as SSI and SSDI.

Include any additional information regarding the district’s local “engaged in work” requirements:

The Social Welfare Examiner will make an employability determination at the time of the initial eligibility interview.

Non-exempt consumers will be referred to the Department's "Orientation and Pathways to Successful Employment," orientation and job search assistance class. Following the class an appointment with the Career Center staff will be made to complete an assessment and employment plan within thirty (30) days of the applicant’s case opening.

The exempt consumers will be monitored for supporting documentation, work limitations, and notifications. Those that may qualify for SSI and SSDI will be provided with a referral to an agency to assist with the application if assistance is needed.

Section 3.2 Orientation (Reference 18 NYCRR 385.5)

Check one of the following:

The district provides orientation in accordance with 18 NYCRR Section 385.5 and no additional information is provided at orientation.

In addition to the requirements outlined in 18 NYCRR Section 385.5 of the regulations, the district’s orientation provides the following:

The district collaborates with the Warren County Employment and Training Administration (WCETA) to provide a non-exempt orientation for individuals applying/receiving Temporary Assistance. The orientation is provided during the first day at the beginning of the job search assistance class. During the Orientation, the district provides details regarding the regulations outlined in 18 NYCRR Section 385.5. Further, information and resources provided by WCETA are discussed.

The district provides exempt individuals with information in accordance with 18 NYCRR Section 385.5 and no additional information is provided.

Described below is the manner in which the district completes the required orientation for all applicants and recipients of TA (e.g. in a group setting, individually, or a combination of both), including the orientation procedure for exempt individuals and non-exempt individuals, if different:

Non-exempt consumers are provided orientation in a group setting. The orientation is scheduled at least monthly. If needed, an individual orientation will be provided if a reasonable determination has been made. Information is also given in written form and disseminated orally at different points in the application process.

Exempt consumers are provided an appointment after their case opens or awaiting determination. An individual orientation is provided, the regulations are reviewed, and the assessment and wellness plan are completed. If there are valid transportation barriers the Department offers the option of a telephone orientation and assessment.

Section 3.3 Assessment and Employment Planning

TA Assessment

(Reference 18 NYCRR 385.6 and 385.7)

Check one of the following:

a. The district conducts assessments as required by 18 NYCRR 385.6(a) and 385.7(a):

The district enters assessments directly into WTCMS

The district uses the LDSS 4980 (New York State Assessment) and later enters information into WTCMS.

The district conducts assessments using a local equivalent tool, and later enters information into WTCMS. Attached is the local equivalent.

The local equivalent does not contain additional elements other than what is required.

The local equivalent does contain additional elements beyond what is required, listed below:

b. Describe the district procedure for the completion of an employment assessment:

The appointment date for an assessment will be provided to the recipient within 30 days of their case opening. The assessment will be staff assisted either by the Career Center staff or a Social Welfare Examiner, depending on the consumers employment code. At the time of the assessment appointment information will be entered in WTCMS.

c. The district administrative unit or contractor responsible for conducting assessments is:

Warren County Department of Social Services TA/Employment Unit and Warren County Employment and Training Administration.

d. The qualifications of the employees conducting the assessment are at minimum: [Refer to requirements listed in 18 NYCRR 385.6(c) and 385.7(c)]

Employees conducting the assessment are Social Welfare Examiners and Employment and Training Coordinators and meet the minimum civil service qualifications (see attachment) for those titles.

- e. Applicants in households **with** dependent children are required to participate in completion of an assessment:
 Yes No

- f. Applicants in households **without** dependent children are required to participate in completion of an assessment:
 Yes No

- g. **Exempt** adults in households **without** dependent children are required to participate in the completion of an assessment:
 Yes No

- h. How often and under what circumstances is the assessment updated?

A reassessment is completed every 6 months (CMS) or when there are significant changes to the employment status.

Temporary Assistance Employment Plan

(Reference 18 NYCRR 385.6 and 385.7)

- a. Check one of the following:
 - The district develops individual employment plans as required by 18 NYCRR 385.6(a) and 385.7(a):
 - The district enters employment plans directly into WTCMS.
 - The district uses the LDSS 4978 (New York State Employment Plan) and later enters information into WTCMS.
 - The district develops individual employment plans using a local equivalent tool and later enters information into WTCMS. Attached is the local equivalent.
 - The local equivalent **does not** contain additional elements other than what is required.
 - The local equivalent **does** contain additional elements beyond what is required, listed below:

- b. Check one of the following:
 - The same administrative unit or contractor that conducts employment assessments also develops employment plans.
 - A different district administrative unit or contractor develops employment plans, and their qualifications include

- c. Describe the district procedure for the completion of an individual's employment plan.

An appointment will be scheduled with the recipient within 30 days of the case opening, or change in employment status. Individuals referred to the WCETA will be assisted by

Employment and Training Coordinators in the completion of the employment plan. The district staff will assist in the completion of the employment plans with all additional individuals. Employment plans will include SMART short and long-term goals.

- d. How often and under what circumstances is the employment plan updated?

The employment plan will be updated when there are any changes/updates.

Section 3.4 Participation Rates and Work Activities (Reference 18 NYCRR 385.8 and 385.9)

- a. Describe below how the district plans to meet federal and State TA participation rate requirements. Included is the weekly hours standard participation requirement for individuals in the different case and household types, along with the typical time period it takes for nonexempt individuals to be engaged in activities for both newly opened cases and individuals who status changed from exempt to nonexempt. Information regarding engaging exempt individuals is entered in Section 6:

The district plans to meet Federal and State TA participation rate requirements by implementing a new initiative, “Orientation and Pathways to Successful Employment,” a collaboration with the Warren County Employment and Training Administration. The collaboration provides additional staff trained and focused on employment, more job search assistance, additional skills training for participants, networking and development of Work Experience Programs, job placement services, and job development.

Individuals will be engaged in work activity within two weeks from intake. When a recipient of TA changes from exempt status to non-exempt, the agency notifies the individual in writing using the LDSS-4005(a). Once the individual has been notified, the district will make a referral for the recipient to attend the orientation and job search assistance class. The recipient will then be provided an assessment and employment plan appointment to be scheduled activities. The typical time period that elapses before these individuals are engaged in work is thirty (30) days.

The District uses the 40-hour weekly standard when assigning individuals to work activities. Assessment and Employment Plans drive an individual’s assignment; however, 40 hours of combined activities are generally assigned a week.

- b. Estimate the number of individuals expected to receive employment services:

	Households with Dependent Children Average Monthly	Households without Dependent Children Average Monthly
Individuals	30	70

- c. Describe below how the district uses work participation management reports available through COGNOS or other reports and activities to monitor district progress toward meeting work participation requirements and ensuring full engagement by adults in work or work preparation activities:

Work participation management reports are pulled in the middle of the month and again at the end of the month. These reports are reviewed by supervisors and discussed with

examiners as necessary to ensure full engagement by adults in work or work preparation activities. Participation rate/engagement requirements are monitored using available reports: CMS and COGNOS upfront. Supervisory review is throughout the application period, at case opening, case closing and whenever deemed necessary by supervision. Activities are reviewed in WTWCMS on a weekly basis.

- d. Describe the extent to which the district requires Non-Temporary Assistance Supplemental Nutrition Assistance Program (NTA SNAP) recipients to participate in SNAP E&T work activities. If the district is offering Supervised Job Search as an E&T activity component, the district must describe how the job search activity will be supervised and tracked, including the frequency of monitoring the participant's job search efforts. (Please note: Case management services must be provided to all participants enrolled in an E&T activity):

The district is not currently mandating NTA SNAP recipients to participate in SNAP E&T work activities.

If the district is not mandating SNAP E&T work activity assignments, please describe how NTA SNAP work registrants are informed of the services available, upon request, for assistance with job search activities. (Please note: At a minimum, districts are required to make available job search as a SNAP E&T activity to NTA SNAP applicants and recipients):

NTA SNAP work registrants are provided information at the time of their scheduled appointment on how to complete job searches. The Department also makes referrals to the Warren County Career Center for job search assistance.

- e. Describe the district procedure for Job Search, including the required number of job search contacts and hours per week assigned. Also include a description of how often individuals are generally required to report job search outcomes and if activities other than job search are routinely expected:

1. The district assigns TA **applicants** to Job Search. Yes No

If yes, the process for engaging TA **applicants** is:

Non-Exempt applicants are referred to attend the Orientation and Job Search Assistance Class held at the Career Center. After attending the class, the applicant will be assigned to 30 days of job searches. This is monitored by the Employment and Training Counselors and Social Welfare Examiners. Each individual participating in Job Search will be provided with a Job Search log in which they are to record their Job Search efforts. This will also serve as a log detailing the amount of time spent looking for work: inclusive of time to identify, apply and interview for a job as well as follow-up with an employer. The number of searches is determined by the Social Welfare Examiner based on the applicant's employability status. Direct referrals may be given to an individual by the TA/Employment Unit and/or Employment and Training Administration.

Once started on a Job Search, TA applicants are required to report to the district at specified intervals for face to face contacts, no less frequently than bi-weekly. Actual hours of participation are recorded in WTWCMS, if countable.

Applicant Job Search	Minimum Number of Contacts	Minimum Number of Hours	Additional Information
TANF and SNA MOE	10	30	
SNA Individuals	10	30	

2. The district assigns TA **recipients** to Job Search. Yes No

If yes, the process for engaging TA **recipients** is:

Recipients may be assigned to Job Search following their assessment and Employment Plan. This is monitored by the Employment and Training Counselors and Social Welfare Examiners. Each individual participating in Job Search will be provided with a Job Search log in which they are to record their Job Search efforts. This will also serve as a log detailing the amount of time spent looking for work: inclusive of time to identify, apply and interview for a job as well as follow-up with an employer. The number of searches is determined by the Social Welfare Examiner based on the recipient’s employability status. Direct referrals may be given to an individual by the TA/employment Unit and/or Employment and Training Administration.

Once started on a Job Search, TA recipients are required to report to the district and/or career center at specified intervals for face to face contacts, no less frequently than bi-weekly. Actual hours of participation are recorded in WTWCMS, if countable.

- f. Describe the district’s process and policy, including the guidelines workers follow, when determining whether participation in self-employment is approved as part of an individual’s required work activities. If the district always approves self-employment as part of an individual’s required work activities, please note this policy below.

Self-employment will be approved if potential net income is at least equal to that expected from employment at minimum wage times 30 hours.

- g. The allowable work activities that are available in the social services district are listed and defined in the table on the next two pages. An “X” in the appropriate check box indicates the activity is available for individuals receiving Family Assistance (FA), Safety Net Assistance for households with children (SNA Fam), Safety Net Assistance for households without children (SNA IND), and/or Supplemental Nutrition Assistance Program (SNAP) benefits. A blank check box indicates the activity is not available for that case type.

Activity and Definition	
<ul style="list-style-type: none"> — FA — SNA Fam — SNA Ind — SNAP 	<p>Unsubsidized Employment - Full time or part time employment in the public or private sector that is not subsidized by TANF or any other public program (excluding employer tax credits). Unsubsidized employment includes self-employment and/or paid internships.</p>
<ul style="list-style-type: none"> — FA — SNA Fam — SNA Ind — SNAP 	<p>Subsidized Private Sector Employment - Employment in the private sector for which the employer receives a subsidy from TANF or other public funds (excluding tax credits) to offset some or all of the wages and costs of employing and training a recipient in accordance with New York State Social Services Law 336-f. Subsidized private sector employment will include positions subsidized through grant diversion/Transitional Employment Advancement Program (TEAP), supported employment programs, and paid college work study programs at private institutions. Individuals participating in subsidized private sector employment are paid wages and receive the same benefits as unsubsidized employees who perform similar work. An employment situation will be subsidized for up to the full amount of wages/benefits provided to the program participant and will be subsidized for the length of time as determined appropriate by the State or social services district.</p>
<ul style="list-style-type: none"> — FA — SNA Fam — SNA Ind — SNAP 	<p>Subsidized Public Sector Employment - Employment in the public sector for which the employer receives a subsidy from TANF or other public funds (excluding tax credits) to offset some or all of the wages and costs of employing and training a recipient in accordance with New York State Social Services Law 336-e. Subsidized public sector employment will include positions subsidized through grant diversion/TEAP, supported employment programs, and paid college work study programs at public institutions. Individuals participating in subsidized public sector employment, and work study unless otherwise permitted under a federal work study program, are paid wages and receive the same benefits as unsubsidized employees who perform similar work. An employment situation will be subsidized for up to the full amount of wages/benefits provided to the program participant and will be subsidized for the length of time as determined appropriate by the State or social services district.</p>
<ul style="list-style-type: none"> — FA — SNA Fam — SNA Ind — SNAP 	<p>Work Experience - Unpaid work performed at a public or not-for-profit organization to enable a participant who has not obtained unsubsidized employment to improve his or her employability. Work experience provides participants with an opportunity to acquire training, knowledge, work habits, and work references necessary to obtain and retain employment. Participation in work experience includes training required for the participant to complete the work experience assignment. For example, an individual who is expected to provide clerical support in a government agency may be provided training to develop or refine filing and data entry skills as needed to perform the tasks required as part of the work activity assignment.</p> <p>In addition to those components noted above, work experience will include unpaid internships that are part of any non-graduate student’s education curriculum. (Note: Paid internships are to be reported as employment.)</p>
<ul style="list-style-type: none"> — FA — SNA Fam — SNA Ind — SNAP 	<p>On-the-Job Training (OJT) - Training in a public or private sector employment setting during which the participant receives work-essential paid training while he or she is engaged in productive work that provides the knowledge and skills essential to attain full and adequate performance of the job.</p> <p>OJT will be unsubsidized (for which the employer does not receive a subsidy) or subsidized using TANF funds or other funds to offset the cost of the training provided to the participant. A subsidized OJT will be subsidized for up to the full cost of providing such training and wages/benefits provided to the program participant. Positions will be subsidized for the length of time determined appropriate by the State or social services district. OJT is distinct from subsidized employment since the individual must participate in workplace training to attain full and adequate job performance and the subsidy provided is intended to offset the cost of such training.</p>

Activity and Definition	
<ul style="list-style-type: none"> — FA — SNA Fam — SNA Ind — SNAP 	<p>Community Service - A structured program in which participants perform work for the direct benefit of the community under the auspices of public or nonprofit organizations. Community service placements must be projects that serve a useful community purpose in fields such as health, social services, environmental protection, education, urban and rural redevelopment, welfare, public recreation, public facilities, public safety, and childcare. Community service programs are designed to improve the employability of participants not otherwise able to obtain unsubsidized employment. Participation in community service may include training that is directly required for the participant to complete the community service assignment. For example, an individual who is expected to provide clerical support to a food pantry may be provided training to develop or refine filing and data entry skills.</p> <p>Community service assignments will primarily be voluntary in nature including participation in VISTA, AmeriCorps, and unpaid volunteer activities at a school, Head Start programs, religious or faith-based institutions, community organizations or a nonprofit or public agency but will also include such mandated participation when court ordered. Participation in activities to support these organizations is deemed to provide a service to the community. In those instances, where the participation could meet the federal definition of work experience or community service and the district or program provider would like to have another recipient provide childcare for the community service individual, such hours of work may be reported as participation in community service.</p>
<ul style="list-style-type: none"> — FA — SNA Fam — SNA Ind — SNAP 	<p>Job Search - The act of seeking or obtaining employment or preparing to seek or obtain employment and will include: looking for suitable job openings in a group or individual setting; making contact with potential employers; learning appropriate workplace expectations and behaviors in preparation for submitting job applications and interviewing; preparing and applying for, and/or interviewing for jobs and related activities.</p>
<ul style="list-style-type: none"> — SNAP 	<p>SNAP E&T Supervised Job Search- The act of seeking or obtaining employment through a job search that is directly supervised and may include: case management services, career exploration, interview preparation, job application assistance, learning appropriate workplace expectations and behaviors in preparation for submitting job applications and interviewing, job leads, and direct job referrals.</p>
<ul style="list-style-type: none"> — FA — SNA Fam — SNA Ind — SNAP 	<p>Job Readiness Training (JRT) Activities - Participation in programs that include seeking and preparing for work. JRT includes two types of activities: (1) traditional activities of resume preparation, training in interviewing skills, and instruction in workplace expectations, training in effective job seeking, including life skills training; and (2) activities that improve an individual's employability, such as substance abuse treatment, mental health treatment, or rehabilitation activities in which a qualified medical or mental health professional has certified that such treatment is necessary.</p> <p>Traditional JRT activities will include: resume preparation, training in interview skills, instruction in workplace expectations, training in effective job seeking, life skills essential to workplace success, time management, goal setting, budgeting, basic math and literacy skills, household management, interpersonal skills, decision making skills, anger management, parenting skills when it has been determined that such training could help reduce unplanned work leave or apprehension toward entering employment.</p> <p>For TANF and SNA MOE funded families, JRT also includes substance abuse and other treatment and rehabilitative services that are required for individuals who are unable to work or individuals whose employability and employment retention requires such services. Such services, which should be reported on WTWCMS as such, will be deemed within WRTS participation rate logic to be JRT for recipients of TANF and SNA MOE funding but will be deemed to be Community Service for recipients of SNA non-MOE, include:</p> <ul style="list-style-type: none"> • Physical health treatment and rehabilitation services including attending necessary physical therapy, and doctor appointments. Such treatment will include medical, behavioral and other treatment necessary for individuals suffering from substance abuse (current and former users) with such required treatment ranging from detoxification services to after care/abstinence maintenance. • Mental health services including therapy, counseling, and other services to address mental or emotional disorders that can interfere with an individual's daily life functions, ability to work, looking for work or the ability to retain employment.

Activity and Definition	
<ul style="list-style-type: none"> — FA — SNA Fam — SNA Ind — SNAP 	<p>Vocational Education - Vocational education is defined as an organized educational program that directly relates to the preparation of individuals for current or emerging occupations that require training up to a four-year degree. Vocational education does not generally include basic or remedial education or English as a Second Language (ESL) but may include work focused general education and language instruction that is a regular or integral part of a vocational education program. Social services districts are responsible for ensuring that any such remedial education or ESL is a regular part of the program for participants with similar skill sets as the TANF/SNA MOE client, is determined necessary by the program provider, and is limited in hours to less than one half of program participation. Vocational education programs include the completion of activities that provide individuals the knowledge and skills to perform a specific trade, occupation or vocation. Vocational education must be provided by an education or training organization.</p>
<ul style="list-style-type: none"> — FA — SNA Fam — SNA Ind — SNAP 	<p>Job Skills Training - Training or education in job skills to improve a participant’s employability, to ensure clients have the basic skills competencies required by employers to support job entry and/or to advance or adapt to the changing demands of the workplace. Where identified as needed, such training may include the development of basic workplace skills including professional workplace behaviors and decision-making skills. Job skills training may include customized or technical training designed to provide participants with additional workplace skills, post-secondary education courses leading to a bachelor’s or other advanced degree, or other training included under the definition of vocational education training. Job skills training may include literacy instruction, English language instruction, or other basic education for an individual who has already obtained a high school diploma or equivalency when determined from a client’s assessment that such instruction is needed to improve the participant’s employability.</p>
<ul style="list-style-type: none"> — FA — SNA Fam — SNA Ind — SNAP 	<p>Education Training - Education directly related to employment for a recipient who has not received a high school diploma or equivalency must be related to a specific occupation, job or job offer or otherwise determined based on a client assessment as necessary to improve the participant’s employability to support job entry, retention or advancement. Education directly related to employment may include courses designed to provide the knowledge and skills for general or specific occupations or work settings to ensure clients have the basic skills competencies required by employers and may also include adult basic education, ESL instruction and education leading to a high school equivalency diploma as determined as necessary to improve the participant’s job opportunities in potential occupations. Where identified as needed such training may include the development of basic workplace skills including professional workplace behaviors and decision-making skills.</p>
<ul style="list-style-type: none"> — FA — SNA Fam — SNA Ind — SNAP 	<p>Secondary School - Regular attendance in accordance with the requirements of the secondary school or a course of study at a secondary school or other State accredited institution leading to a high school equivalence (HSE) diploma, in the case of a recipient who has not completed secondary school or received a certificate of general equivalence. Secondary school participation may include general adult basic education or ESL if it is linked to attending secondary school or leading to a HSE diploma as determined necessary by the educational institution. Secondary School or HSE programs that routinely include ESL, career training, alternative school, tutoring, dropout prevention, teen pregnancy or parenting programs as a requirement of program participation as determined by the educational institution will also be permitted.</p>
<ul style="list-style-type: none"> — FA — SNA Fam — SNA Ind — SNAP 	<p>Provision of Childcare for Individual Participating in Community Service - Providing unpaid childcare to enable another TA (TANF/SNA MOE funded) recipient to participate in a community service program.</p>
<ul style="list-style-type: none"> — FA — SNA Fam — SNA Ind — SNAP 	<p>Other - Any work activity that does not meet the criteria of any of the above countable activities constitutes participation that is not countable toward federal and State participation rates.</p>

Section 3.5 Job Development

The district conducts or accesses job development services to expand job opportunities for TA and SNAP participants. Yes No

If yes, the district participates in job development activities in the following manner:

District staff contacts employers to solicit jobs for TA and SNAP participants.

Below is the description of how this is done, including number of staff, frequency of contacts, etc.:

District contracts or has an agreement with another agency to contact employers and solicit jobs for TA and/or SNAP participants. Below is the description of how this is done, including number of staff, frequency of contacts.

TA/WTW Social Welfare Examiners and Employment and Training Counselors will collaborate to identify employers to solicit jobs for TA and SNAP participants. The supervisors of those staff will assist in the identification and communication with those employers. One staff person will reach out to a minimum of one employer each month either by phone, email, or in person.

OTDA Jobs Program staff are charged with job development as indicated in section 2.3. Additional information, if any, is described below:

Section 3.6 Training Approval and Activity Enrollment Policies (Reference 18 NYCRR 385.9)

- a. Describe how the district identifies appropriate education program providers for services of Adult Basic Education, High School Equivalency (HSE) diploma preparation, and English Language Instruction that are available to clients whose assessment indicates such services would be an appropriate work activity assignment:

BOCES and the Warren County Employment and Training Administration and Career Center, are successful in providing educational programs which are available to consumers. Warren County uses accredited educators and determines if the resulting outcomes of participants are positive.

- b. Describe how the district identifies appropriate program providers of Vocational Education and Job Skills Training programs that are available to clients whose assessment indicates such services would be an appropriate work activity assignment:

BOCES and the Warren County Employment and Training Administration and Career Center, are successful in providing educational programs which are available to consumers. Warren County uses accredited educators and determines if the resulting outcomes of participants are positive.

- c. Describe the process and guideline workers follow to ensure that individuals who have not attained a basic literacy level and/or have not attained a high school diploma are offered the opportunity to participate in an educational activity:

An individual is identified through their employment assessment, inclusive of the additional assessment tools aforementioned. The district and/or Career Center staff will enroll the individual to a class at the Center or make a referral to BOCES if they meet the criteria for the specific provider. If the provider doesn't offer the activity or an individual does not meet the criteria the district would refer to other community resources and facilitate the enrollment. The providers selected would have the qualifications necessary, and familiarity with available resources to assist the consumer.

- d. Describe the district's process and policy, including the guideline workers follow, when determining whether participation in educational activities is approved for individuals who have not attained a high school diploma who are interested in participating in an educational activity. Include in this section instances when the agency would deny participation in educational activities:

During the assessment, information regarding educational activities would be obtained from the individual to determine if it is approved. The district would not deny participation in educational activities to an individual who has not attained a high school diploma and is interested in participating to attain one. The district is in support of consumers working to eliminate barriers in obtaining and maintaining employment that promotes self-sufficiency and a livable wage.

- e. Describe the district's process and policy for determining whether a participant is approved/assigned to participate in job skills or vocational education activities:

The participant must engage in an activity to increase their chances of securing employment that provides a livable wage.

- f. Describe the highest level of post-secondary level education that the district will approve as a work activity, up to a four-year college program:

An individual may be allowed to participate in post-secondary education for a total of two years (or the part-time equivalent if full-time would constitute an undue hardship). The highest level of education allowed would be an associate degree. The individual may also be required to participate in additional work activities while pursuing their degree, if non-exempt from activities.

- g. Describe how the district will ensure that enrollments in post-secondary education beyond the 12-month lifetime limit are combined with a weekly average of at least 20 hours in paid employment activities which may include work study, work experience or community service:

The district will monitor any approved post-secondary education and will assign 20 hours of a core employment activity, work experience or community service for any enrollments past 12 months. Prior to reaching the 12 months, any enrollees will be sent a letter for an appointment where the required activities will be discussed.

- h. Education and training providers are evaluated by the following standards:

The district uses accredited educators and determines if the resulting outcomes of participants are positive.

- i. The district procedure for advising participants of approved training providers is:

Consumers are advised of approved training providers at the time of assessment, orientation, and the development of employment plans or when interest is expressed.

- j. The district procedure for notifying participants of approval for training or enrollment in a work activity is:

Participants are advised of the selection of approved training or work activity in person and written notice.

- k. In accordance with 18 NYCRR 385.9(b), regardless of whether the college program is approved for the participant as an employment work activity, the district will approve as a work activity a work-study, internship, externship or other work placement that is part of a non-graduate student's curriculum unless one or more of the following conditions applies as checked below:

It has been determined that the student voluntarily quit a job or reduced earnings to qualify for initial or increased TA.

A job or on-the-job training position that is comparable to the work-study, internship, externship or other work placement cannot reasonably be expected to exist in the private, public or not-for-profit sector.

The student is not maintaining a cumulative C average (or the equivalent). The district may disregard this provision if the student documents an undue hardship.

The institution or student fails to monitor and report information regarding the student's attendance and performance as required.

The student fails to progress toward the completion of a course of study without good cause, as determined by the district.

The student has previously enrolled in work-study, internship, or other work placement and failed to complete the work placement without good cause as determined by the district.

Additional reasons as stated below:

- l. To verify continued exempt status, the district will monitor the high school attendance of 16-18 year old students in the following manner:

Attendance and enrollment status are verified every six months or at recertification.

- m. The district's procedure for ensuring that an individual's health related limitations are accommodated when assigning the individual to a work activity is:

When limitations are provided by a medical professional the Social Welfare Examiner will review the medical and match the individual with a work activity assignment that can accommodate their limitations. If placed at a Work Experience Program, the Examiner will provide written notice of information concerning any limitations or necessary accommodations to the site supervisor.

Section 3.7 Work Verification

Consistent with New York State's approved Work Verification Plan (WVP), and in accordance with the requirements established by the United States Department of Health and Human Services, districts must develop a quality assurance plan to ensure that the data reported, from which their work participation rates are derived, are accurate. The plan must include the district's procedure for monitoring reported scheduled and actual attendance in paid employment and unpaid work activities and the controls in place to ensure that reported exemption statuses resulting in federal exclusions from the work participation rate calculation are accurately made, work eligible individuals are correctly identified, hours of attendance reported are accurate and documented, data entry is accurate and that the district and its providers adhere to the approved work activity definitions and the determination of countable excused absences and holiday reporting within federal limits. Each district must maintain the documentation to verify what is being reported to NYS OTDA.

Each district must describe how it will conduct periodic self audits to determine that system entries are consistent with documentation in case files. The district must also explain how it will choose the sample size, select sample cases and establish the review period (no less frequently than semi-annually). The plan must indicate the district will maintain documentation on all pertinent findings produced through its self audit process and that case records for all reviewed cases will be available for State and other auditors in their review of the local work verification system for the standard 6 year period associated with such reviews.

The district will sample cases from each month within the (6 month) semi-annual period. The October to March review will be due by May 20th. The April to September review will be due by November 20th. The results of these audits will enable the district to identify policies, processes or cases that may need corrective action.

After each self audit is completed, the district must submit a summary of findings to OTDA A&QI at AQI.WV.SelfAudits@otda.ny.gov for State review including specific information on each of the errors identified. In addition, when monitoring reveals substantial problems, the district must describe the corrective action it will take.

The Quality Assurance (QA) plan must include the following elements:

- Ensure that documentation of wages and actual hours of employment is verified and accurately projected/reported and present in the case file, is actual and is projected correctly;

- Ensure that the documentation for actual hours, supervision/attendance, excused absences, and holidays in other activities is present in the case file;
- Assess whether participation in the work activities reported for work eligible individuals meets the approved federal definition for the activity;
- Assess that the data entered into either WTCMS, NYCWAY or other automated systems used for reporting work activities is accurate, including actual hours, excused absences and holidays; and is based on documentation in the case record; and
- Ensure that documentation necessary to determine an individual to be exempt due to being the parent caretaker of a disabled household member (Employability Code 38 or 48), and/or parent or caretaker relative of a child in the household under 12 months of age, (Employability code 31), is present in the case file and that individuals meet the exempt status based on the required documentation.

The District's Quality Assurance Process is as follows:

The district will perform a random sample of (6) cases semi-annually for **paid work activities** to review district worker collected documentation and data entry. Both the TA and employment case files will be reviewed. Hours of employment will be verified through receipt of pay stubs, employer verification forms or collateral contact with the employer. The review will ensure the hours of employment on the ABEL budget are consistent with the hours reported on WTCMS and documentation is in the file to support hours reported on WTCMS and that the scheduled hours on WTCMS is consistent with the documentation.

The district will perform a random sample of (6) cases semi-annually for participation in **unpaid work activities** to review district worker collected documentation and data entry. The employment case files will be reviewed. Actual hours of attendance will be documented by attendance sheets showing actual hours of attendance, any excused absences during the month, any unexcused absences during the month, and holiday time. The review will ensure the actual hours of attendance reported on the monthly attendance sheets has been correctly reported on WTCMS, excused absences and holiday time are documented in the case file and correctly reported on WTCMS in accordance with federal limitations, and documentation of actual hours of attendance is accurate and matches the hours of participation reported on WTCMS by district or provider staff.

The district will perform a random sample of (3) cases semi-annually in which a case member is reported as an employability code **38-needed in the home fulltime or employability code 48-time limit exemption** to care for a disabled household member to review district worker collected documentation and data entry. The TA case file will be reviewed to ensure there is presence of medical documentation to support the exemption and that the documentation has a timeframe for the exemption and that the individual is the appropriate caretaker.

The district will perform a random sample of (3) cases semi-annually in which a case member is reported as an employability **code 31-caretaker of a child under the age of 12 months** to review district worker collected documentation and data entry. The TA case file will be reviewed to ensure there is documentation from hospital, birth certificate or social security card present to verify the child under the age of one. TA records will also be reviewed to ensure that the

household composition is in fact a one parent case and that the individual has not exceeded the 12-month lifetime limit.

The district will review district worker or approved provider/vendor collected documentation and data entry of the above listed elements. The district will assess and verify that participation in the reported work activities listed above meet the State approved definition for the activity.

Use of Outside Providers/Vendors

Does the district utilize outside providers/vendors to collect documentation and enter data directly into WTWCMS?

Yes No

If Yes, does the district's provider/vendor collected documentation, data entry and management of WTWCMS follow the same process that would be used by the district worker?

Yes No

If No, please describe the process used below:

Section 3.8 Strategies/Procedures for Accommodating Individuals with Limited English Proficiency

Following is a description of how the district accommodates the needs of Non-English-speaking participants in accessing employment activities and services:

The district utilizes Language Line Solutions for translation purposes and refers to outside agencies for instruction and assistance with English as a second language.

Section 3.9 Strategies/Procedures for Increasing Program Attendance

Describe district policies and/or procedures in place to reduce the amount of time participants fail to participate in work activities, including absences that are with good cause:

Participants that fail to participate in work activities will be identified through case reviews, case conferencing, and failure of the participant to provide required documentation. Patterns of failure of the applicant/recipient to take responsible steps to address issues within their control may prevent them from complying with employment requirements. Determinations will be made on a case by case basis and the steps that an individual took to address issues will be explored in each instance of non-compliance. Participants will be provided counseling in good work practices, scheduling, and problem solving to prevent barriers of participation. Referrals may be made for additional services, resources, and support.

Section 3.10 Strategies/Procedures for Engaging Sanctioned TA Participants

District attempts to engage sanctioned participants as soon as they are sanctioned using the following strategies:

The district will attempt to engage the sanctioned individual by reaching out by telephone to schedule an appointment for the participant to come into the agency to end the sanction and sign a "Wiling to Comply" statement. The district will also send an investigatory letter to the

sanctioned individual if they are unable to be contacted. The letter instructs the participant to report to the agency to discuss their TA case. At that time, the Social Welfare Examiner will go over income, expenses, and other specifics of the case, explaining in detail the benefits of becoming compliant.

— District attempts to engage sanctioned participants when the durational period of the sanction is completed using the following strategies:

— District attempts to engage sanctioned participants during different times in the sanction period using the following strategies.

Section 3.11 Strategies for reducing the need for TA

District's strategies for reducing the need for TA are described below:

The District has contracted and collaborated with the Warren County Employment and Training Administration to provide a Job Search Assistance Program that will provide information regarding programmatic requirements, skills, as well as lead participants in making decisions that promote self-sufficiency, access to training and support programs to obtain employment that provides a livable wage, as well as wrap-around services to maintain employment. The program contains the following topics: Employment soft skills such as job search, application/resume, interviewing, workplace etiquette; barriers to employment; career investment and goal setting; job retention; and personal finance and budgeting.

During the eligibility interview, assessment, and at recertification, individuals will be provided referrals for resources, services, and support to prevent the need of TA. The agency uses a "Front Door" strategy in which applicants are screened to be diverted from cash assistance by helping identify other services and resources. The district reviews the use of all available TA emergency programs, SNAP, Medicaid, HEAP, WIC, Child Care Assistance, Food Pantries, Employment Services, and additional available community resources. Diversion payments can be authorized for employment related expenses such as tools, fees, uniforms or other items needed to enable an individual to maintain employment. Non-recurring transportation payments for employed applicants with a transportation need can also be authorized, as well as housing related crisis and rental payments. Diversion payments can only be authorized when a family meets all eligibility requirements of the EAF program.

Section 4 Support Services

(Reference 18 NYCRR 385.4)

Section 4.1 TA and Non-TA SNAP Applicants and Recipients in Work Activities Approved by the District

- a. The social services district will provide childcare in accordance with the childcare section of the district's Child and Family County Services Plan. The district will also provide for participants the following expenses which the district deems necessary for the individual

to participate in orientation, assessment, employment planning, approved work activities and activities to restore self-sufficiency:

To the extent that local resources permit the district will provide assistance for participants for the following expenses: tuition; academic fees; books, and supplies for agency approved educational and vocational training, not to exceed \$1500.00 (after all other resources have been exhausted) per year during any period of eligibility for TA; clothing necessary for participating in WTW training activities; accepting or maintaining employment (not to exceed \$150.00 per WTW activity in a one year period); licenses or other work related fees necessary for participation in WTW activities; accepting or maintaining employment (not to exceed \$100.00); reasonable costs of necessary repairs to a WTW participant's automobile for training activities or to accept or maintain employment (not to exceed \$500.00 during any period of eligibility for TA), cost of such repairs must be less than the value of the automobile; payments of necessary automobile insurance meeting minimum state requirements in order to participate in WTW activities, or to accept or maintain employment (not to exceed \$500.00 during any period of eligibility for TA); work related safety equipment up to a maximum of \$200.00 for each entry to employment; clothing, including but not limited to uniforms and footwear, up to a maximum of \$150.00 for each entry to employment; tools and equipment, up to a maximum of \$250.00 during any period of continued eligibility for TA; licenses or other work related fees up to a maximum of \$100.00.

- b. The district will use the following approach to assist those participants who need transportation to and from an approved work activity site, including any applicable mileage reimbursement rate, and the method used by the district to arrive at that reimbursement rate. OTDA policy establishes a mileage reimbursement rate of no less than the IRS established rate for medical/moving purposes. In all instances, should the actual cost of transportation needed to participate in an assigned work activity exceed the reimbursement rate determined by the district, the district will reimburse for the actual costs based on reasonable documentation submitted by the work activity participant.

Please check all that apply:

- Bus pass/token
- Gas card/voucher
- Mileage reimbursement at IRS Business rate, (effective 1/1/19 is 58 cents/mi)
- Mileage reimbursement at IRS Medical/Moving rate, (effective 1/1/19 is 20 cents/mi)
- Other mileage rate, (please explain methodology used to establish reimbursement rate):

- c. OTDA policy establishes a distance not to exceed 2 miles as the maximum distance that the district can require a participant to walk to a work activity assignment or to access public transportation. The district's policy states that an individual may be required to walk up to the distance described below each way to a work activity or to access public transportation:

Bus tokens, gas card/voucher, mileage reimbursement, and when deemed appropriate cabs are authorized to transport participants to WTW activities on a case by case basis.

If an individual's assessment does not prohibit or limit walking the district would require walking to an assignment if within reason. Terrain, weather and other factors are taken into consideration when making such a request. The district would not require a client to walk more than 1 mile.

- d. The district will provide the following services to assist individuals at risk of needing TA to improve their opportunities for employment or to maintain their employment:

The district has contracted with the Warren County Employment and Training Administration to assist individuals at risk of needing TA to improve their opportunities for employment or to maintain their employment.

Section 4.2 Transitional Support Services

The district will provide the following supports and strategies to support job retention:

Transportation, but not more than the cost of public transportation, if available, bus tokens or bus passes or reimbursement for private transportation is at the mileage reimbursement rate the IRS established for medical/moving purposes. Daycare services, if eligible, would be offered to support job retention both during and after receipt of Temporary Assistance.

The district will provide the following support services, for up to 90 days after case closing, to individuals whose TA cases have closed due to employment:

Clothing, including but not limited to uniforms and footwear, up to a maximum of \$150.00 for each entry to employment; tools and equipment, up to a maximum of \$250.00 during any period of eligibility of TA.; licenses or other work related fees up to a maximum of \$100.00; reasonable costs of necessary auto insurances up to a maximum of \$500.00 during any period of eligibility for TA; transportation but not more than the cost of public transportation, if available, (bus tokens, passes, or if not reimbursement for private transportation is at the mileage reimbursement rate the IRS established for medical/moving purposes.

Section 4.3 Extended Support Services

As long as funding is available (through FFFS, etc.), the district will provide the following supportive services for individuals who are eligible under the TANF Services 200% of poverty eligibility guidelines:

The district will make available supportive services to this population consisting of the provision of information, counseling, and referral services.

Section 5 Conciliation, Sanction and Dispute Resolution Procedures

(Reference 18 NYCRR 385.11 and 385.12)

Section 5.1 Conciliation

The district's conciliation process for TA applicants and recipients is in accordance with 18 NYCRR 385.11(a). Conciliations are conducted (check all that apply and describe the procedure.):

- in person
- by phone
- by mail

The Agency mails a conciliation notice to the applicant/recipient, allowing them to respond either by phone, mail or in person, or not at all. If they have a valid reason for not attending the Examiner would determine if they have good cause or willfully failed to comply. An Examiner may request verification from the applicant/recipient to verify their cause was not willful, i.e. health care provider document. If it is determined they have willfully failed to comply a sanction is imposed.

The Temporary Assistance good cause/willfulness determination is made by:

- client's employment worker
- a supervisor
- separate entity:

The district's conciliation process for SNAP recipients is in accordance with 18 NYCRR 385.11. Conciliations are conducted (check all that apply and describe the procedure.):

- in person
- by phone
- by mail

The Agency mails a conciliation notice to the applicant/recipient, allowing them to respond either by phone, mail or in person, or not at all. If they have a valid reason for not attending the Examiner would determine if the applicant/recipient has good cause or willfully failed to comply. An Examiner may request verification from the applicant/recipient to verify their cause was not willful, i.e. health care provider document. If it is determined they have willfully failed to comply a sanction is imposed.

The SNAP E&T good cause/willfulness determination is made by:

- client's employment worker
- a supervisor
- separate entity:

The district's procedure for engaging SNAP recipients in a work activity to demonstrate compliance to avoid a SNAP E&T related sanction is:

Participants are provided a job search log and requested to demonstrate compliance by documenting 20 hours of job searches. Participants will also be referred to additional resources such as the Warren County Employment and Training Administration.

Section 5.2 Sanctions

- a. The district’s procedure for determining compliance for those TA recipients who wish to end their employment sanction (18 NYCRR 385.12, 385.13), including the time period established for demonstrating compliance to the satisfaction of the district is:

The district will determine compliance by reviewing the case record and establishing that the employment record indicated the sanction’s duration has expired, if durational; and that the individual remains sanctioned until the individual comes to the agency to sign the “willing to comply” statement after serving the durational period, which means that they report to an assigned work activity as assigned, on time, and prepared to engage in the activity. Temporary Assistance benefits will be restored retroactive to the date the individual indicated a willingness to comply, (but no earlier than the expiration of the minimum duration period). If after the durational sanction period has ended, the client claims to be work exempt, the client will be given the opportunity to submit medical documentation to verify the exemption from work requirements and will be added back to the case, provided that the individual has complied with efforts to document the exemption, in the same time frame as a non-exempt individual who has complied with temporary assistance benefits restored retroactive to the date the individual indicated a willingness to comply.

- b. The district’s procedure for determining compliance for those SNAP recipients who wish to end their employment sanction (18 NYCRR 385.12, 385.13), including the time period established for demonstrating compliance to the satisfaction of the district is:

The individual comes into the agency to sign the ‘willing to comply’ statement after serving the durational period, which means that they report to an assigned work activity as assigned, on time, and prepared to engage in the activity. An individual may be eligible for SNAP benefits before the end of the durational period if the individual documents that he/she is exempt from SNAP work requirements and is otherwise eligible for SNAP benefits.

Section 5.3 Dispute Resolution

The district’s procedure for individuals who wish to dispute their work activity assignments, including individuals who dispute the district’s response to their request for health-related accommodations is conducted in accordance with 18 NYCRR 385.11.

The grievance is mediated by:

- An agreement with an independent entity
- Supervisory staff who are trained in mediation and who have no direct responsibility for the individual’s case
- Designated supervisory staff who have no direct responsibility for the individual’s case and who are not trained in mediation

Section 6 Disability Determinations, Documentation and Requirements of Exempt Individuals

(Reference 18 NYCRR 385.2)

Section 6.1 Disability Determination Process and Tools

The district's process for determining an individual's disabilities and/or work limitations is in accordance with 18 NYCRR 385.2(d). Check **all** that apply, and describe the process:

- District participates in the OTDA managed contract for independent medical evaluations.
- District contracts directly with a physician to provide independent medical evaluations.
- District accepts physician's statement provided by participant.
- District accepts physician's statement provided by participant but refers for an independent evaluation when deemed necessary.
- Other process (please describe):

The local process for reviewing the medical documentation to determine if the individual is exempt, nonexempt, or work limited is as follows:

- District directs the contracted physician or individual's physician to determine status.
- District review team reviews and determines status (described below).
- Specialized disability/medical staff or unit reviews and determines status (described below)
- Other:

Whenever it is believed an applicant/recipient may have a physical and/or mental impairment, the agency will notify the individual verbally and in writing that they have the opportunity to present to the agency, within 10 calendar days of the notification, any medical documentation, including but not limited to, current drug prescriptions, reports from the individual's treating healthcare practitioner. Such documentation must contain a specific diagnosis resulting from any medically appropriate tests and specify work limitations or restrictions, if any. The agency will also provide the applicant/recipient with form DSS-4526, "Medical Examination for Employability Assessment, Disability Screening and Alcoholism/Drug Addiction Determination" to take to their physician to complete and return to the agency. Should the applicant/recipient declare they are without a current healthcare practitioner; the agency will refer them to a local practitioner together with the DSS-4526 referenced above. The employment status is determined by the Senior Social Welfare Examiner based on medical information. The Examiners will send out the Notification of Temporary Assistance Work Requirement Determination (LDSS-4005, LDSS-4005a).

Section 6.2 Mental Health Screening and Assessment

The district is administering a screening tool for TA participants to help determine whether a referral for a mental health evaluation is warranted, in addition to screening for a disability that occurs as part of the application or disability determination process

- Yes No (*If No, section 6.2 is complete*)

If yes: Describe the district's policy for determining when a program participant is offered a mental health screen.

If yes: Does the district use the LDSS 5009 - Mental Health Screening Tool and/or the computer assisted version of the Modified Mini Screening tool (MMS)?

Yes No

If using the MMS, indicate the district's cutoff score (7, 8 or 9) for referral to a mental health evaluation:

If using a screening tool other than the MMS, indicate the screening tool used:

Describe the district procedure for referring a participant for a mental health evaluation, when warranted by the screening result:

Section 6.3 Requirements for Exempt TA Participants (Reference 18 NYCRR 385.2 (e))

An exempt individual who has the potential to be restored to self-sufficiency through rehabilitation may be required to accept medical care to assist the individual in recovering from a mental or physical impairment, accept referral to and enrollment in a program of vocational rehabilitation, training, and/or other essential rehabilitation, and provide requested evidence that he/she is participating in the assigned program.

- a. Following is the district's procedure for determining if an individual who is unable to work due to mental or physical impairment has the potential through treatment or other rehabilitative activities to improve the ability to work. This determination is different from the determination of the individual's disability exemption as covered in Section 6.1 of this plan. Included here is who (e.g., medical practitioner, employment worker, TA worker, local review team, etc.) makes or assists in this determination that an individual can restore or improve employability through treatment or other rehabilitative activities. Also included is the source and type of information used to make the determination (e.g., information from individual's medical practitioner, district contracted provider, specialist evaluation obtained as result of district referral, etc.):

The Examiner and Senior Social Welfare Examiner review the recommended treatment on the medical and assists the individual to follow through with their doctor's recommended treatment plan. The individual will be provided an appointment for an orientation, an assessment and to develop a wellness plan. Services, referrals, and district policies will be discussed to assist the individual to obtain self-sufficiency.

- b. Following is the district's procedure for developing a treatment plan and for referring the participant to appropriate treatment, etc. Please be specific:

Treatment plans are developed based on information from the individual's medical or specialist provider, along with any records provided regarding treatment plans and diagnosis/prognosis using the LDSS 4526. The plan will include SMART goals.

- c. Following is the district's procedure for tracking the participant's compliance with the treatment plan, including who in the district is responsible for monitoring compliance. Include elements such as monthly confirmation of attendance at rehabilitation or other factors to judge participation and progress, along with how often the treatment plan is updated:

The Social Welfare Examiners monitor compliance through monthly treatment schedules and medical updates as needed. Treatment/wellness plans are updated as needed and whenever there is a stated or documented change in employment status. This is reviewed by the Senior Social Welfare Examiner.